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ABSTRACT

This book provides guidelines and suggestions for cooperating teachers and others who find themselves supervising student teachers. Each chapter begins with an overview and is then divided into sections focusing on planning, acting, and reflecting processes within the chapter's overall scope. Forms and worksheets are provided to facilitate both the actual teaching and supervisory processes as well as reflections by both the student teacher and his or her supervisor on the issues addressed in each chapter. Section 1 includes nine chapters on building a solid working relationship between the student teacher and cooperating faculty, including suggestions for team-building activities. Topics range from the first meeting and designing of effective lesson plans to supervision techniques and conferencing with the student teacher. Section 2 is designed to be a resource base for topics student teachers should have studied in methods courses but may still need to review during student teaching. Essentials of classroom management, classroom discipline, and student assessment are covered. Section 3 focuses on culminating the student teaching experience, and includes chapters on evaluating student teacher performance and planning activities for a sense of closure. A chapter on miscellaneous other important issues is included, addressing legal issues, substitute teaching, guidelines for referring students, teachers unions and professional associations, and including special education students in regular education settings. Section 4 consists of a single concluding chapter on reviewing and reflecting on the practicum experience. Forms in this section provide opportunities to review the overall experience and establish goals for future practicum work. (PB)

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